



**CITY OF CHANDLER  
COMMUNITY SERVICES DEPARTMENT  
CHANDLER YOUTH SPORTS ASSOCIATION  
GUIDELINES**

Effective: 9/03/2013  
Revised:  
Approved on: 9/3/2013

## **I. DEFINITION OF TERMS**

- A. **Affiliate(s)** – is defined as a non-profit organization that has met specific criteria, has successfully completed the City of Chandler’s CYSA application process, and has been approved by the Community Services Director to partner with the City.
- B. **Age division(s)** – a sub division of a sport league defined by age requirements and or restrictions.
- C. **CYSA Liaison** – the City staff representative assigned to facilitate field allocations, quarterly meetings, and monitor affiliate groups to ensure that all policies and procedure set forth by the City of Chandler are adhered to. The CYSA liaison is not responsible for establishing policy.
- D. **Community Services Director** – The Director of the City of Chandler Community Services Department or his/her designee.
- E. **Facility Signage Guidelines** – The Community Services Department regulation that defines what is and is not acceptable in relation to any notice bearing a name, logo or advertisement that is displayed or posted at facilities for public view (appendix C).
- F. **Field Allocations** – the process through which field requests are reviewed, distributed, and scheduled for youth sports leagues.
- G. **Inter-Governmental Agreement** – an agreement made by the City of Chandler and one or more government or quasi-government entities to consolidate and share resources.
- H. **Light Allocation** – the process through which light usage requests are reviewed, distributed, and scheduled for an affiliate’s primary season.
- I. **Non-profit youth organization** – is defined as groups or organizations comprised of youth 18 and under, maintain a non-profit status as defined by the Internal Revenue Service, and have documentation confirming their 501 (c)(3) status. Organizations shall be comprised of all volunteers with no paid board members, officers, administrators, program managers, or coaches at the local level. No more than twenty percent (20%) of funds shall be spent on administrative expenses and have no coaches that receive compensation for services to the league. Team rosters with individual participant addresses and telephone numbers shall be required by CYSA Liaison to verify residency.
- J. **Non-Resident** – is defined as youth who do not live within the boundaries of the City of Chandler, or do not attend a school within the City of Chandler.
- K. **Primary Season** – the sport season which takes precedence over another sport season in the event there is a conflict with scheduling or any other matter that could lead to a dispute. The

primary seasons are as follows for the listed sport leagues – Soccer and Football, August thru December; Baseball and Softball, March thru June.

- L. **Residency Requirements** – criteria used to distinguish an individual as a resident or non-resident.
- M. **Resident** – is defined as youth who live within the boundaries of the City of Chandler, or attend a school within the City of Chandler.
- N. **Secondary Season** – the sports season that does not have priority. Secondary seasons are identified by anytime outside the predetermined **primary season** that has league activities, such as regularly scheduled games, for a specific sport.

## II. CHANDLER YOUTH SPORTS ASSOCIATION OVERVIEW

- A. The Chandler Youth Sports Association (CYSA) was created to ensure fair distribution of sports fields and field lighting in Chandler among qualifying youth sports organizations. Sport courts and indoor facilities are not included and are not covered by these guidelines. The criteria in this document will provide for this as community growth continues and demand increases.
- B. CYSA organizations are those whose goals are closely aligned to the Community Services Department and whose programs and services are non-profit in status, comprised of youth 18 and under based in Chandler, and open to the public. Their sole purpose should be to provide organized sport leagues for Chandler youth 18 and under.
- C. Organizations must be established as a **non-profit youth organization** as defined by the Internal Revenue Service and have documentation confirming their 501 (c)(3) status. **Affiliates** shall be all volunteers with no paid board members, officers, administrators, program managers, or coaches at the local level. No more than twenty percent (20%) of funds shall be spent on administrative expenses and have no coaches that receive compensation for services to the league. Non-profit organizations may have competitive programs that do not meet all the stated criteria. However, these programs will be considered category V, and governed as such, by the Athletic Field and Court Usage Policy. All criteria and requirements must be met for activities that are requesting benefits provided by the CYSA guidelines.
- D. CYSA affiliation may allow the organizations limited non-fee use of special requested resources, dependent upon the ability of the Community Services Department to provide the resources. The estimated cost of requested resources shall not exceed current budget allocations or place undue burden on City resources.
- E. The Community Services Department or its staff does not set policy, supervise or direct any CYSA organization's activity, but does control use of facilities, ball field lights, and scheduling of programs. The Department does not advocate for one CYSA organization over another. The Department reserves the right to revoke affiliation if a CYSA organization departs from the criteria set forth in this document.
- F. Approval of new **affiliates** to CYSA will be contingent upon the availability of facilities, lights, fields, and resources as well as the community's need for the requesting league's programs and services.
- G. **Affiliate** organizations shall receive priority usages of available field space while in their **primary season** and will be assessed 50% of light usage fees. **Affiliates** will not be assessed field usage fees during **primary and secondary seasons**. Regular field usage fees will apply all other

times. Field usage will not be scheduled and usage fees will not be waived until all outstanding balances from the previous season have been paid.

- H. Each **affiliate** organization is limited to a total of six free room rentals per calendar year during normal business hours at City Recreation Centers provided there is availability.

### III. CRITERIA FOR AFFILIATION (ALL CRITERIA NEEDS TO BE MET)

- A. New organizations must submit a statement of need that explains how their particular organization will benefit the citizens of Chandler in reference to the existence or non-existence of similar organizations. The statement of need must include distinguishing characteristics from similar Chandler based leagues and an explanation of non-duplication of services offered by current CYSA organizations. New applicants must have an established 3 year history of running league activities.
- B. Organizations must be established as a non-profit organization as defined by the Internal Revenue Service and have documentation confirming their 501 (c)(3) status. **Affiliates** shall be all volunteers with no paid board members, officers, administrators, program managers, or coaches at the local level. No more than twenty percent (20%) of funds shall be spent on administrative expenses and have no coaches that receive compensation for services to the league. Organizations applying for **affiliate** status will be required to submit the previous 3 years' financial records including but not limited to an Income Statement and Balance Sheet.
- C. Organizations must demonstrate that they are sustainable by maintaining a minimum of 160 participants at all times.
- D. Leagues must be comprised of youth 18 and under at the start of their **primary season**.
- E. Organization's membership must be open to the public, regardless of race, creed, color, sex, national origin or disability and operating exclusively for organized youth sport leagues.
- F. At least 75 percent of the participants per team and 90 percent of the participants per organization must be **residents** of the City of Chandler or attend a school within the City of Chandler.
- G. A "no cut" policy is required. Every child wishing to play in a league should be placed on a team whether recreational or competitive. Participants shall not be denied the opportunity to play as long as the registration deadline has been met. **Affiliate** groups may establish a maximum number of registrants that is sustainable by the organization as long as the minimum requirement has been met.
- H. Organizations must have a policy that permits individuals to file for exemption from registration fees to assist economically disadvantaged families.
- I. All coaches and representatives that have direct contact with program participants must undergo a background check administered by the associated **affiliate** group (documentation must be provided to the City).
- J. Organizations must have an established board of directors, 50% of which must be City of Chandler **residents**, with a president or chairman, vice-president or co-chairman, secretary, and treasurer. Residency will be determined by physical address or if a board member's son or daughter attends a Chandler based school.

- K. Organizations must have an intact and functioning set of by-laws. A copy of these by-laws must be provided to the City.
- L. Organizations shall provide proof of Liability insurance with a company authorized and licensed to conduct business within the State of Arizona and the City of Chandler shall be named as co-insured with liability limits of \$2,000,000. Proof of this insurance coverage must be presented to the **CYSA liaison** thirty (30) days prior to the date of permitted activities. The City of Chandler recommends to grantees of Facility Permits that they require their participants to have their own health and accident insurance coverage. The Certificate Holder Box on the certificate of insurance must say: **City of Chandler, its agents, representatives, officers, directors, officials, Council Members and employees as additional Insured.**

#### IV. APPLICATION PROCEDURES FOR AFFILIATION – NEW ORGANIZATIONS

- A. New organizations requesting CYSA affiliation with the Community Services Department must fully complete the CYSA application (appendix A) and attach all supplemental documents. The **CYSA liaison** must receive all documents no later than September 1 for the following calendar year. Fields and lights are not allocated at this time. Applications that are submitted with missing items and supporting documents will not be considered until the following calendar year's process begins.
- B. New organizations must also appear before the current Chandler Youth Sports Association for questions prior to a Parks and Recreation Board evaluation. The Parks and Recreation Board will review the application and recommend action for the **Community Services Director** approval or denial. Applicant organizations must be in attendance during this process.
- C. If affiliation is recommended, a Letter of Agreement (appendix B) will be completed and signed by the organization's president and Recreation Manager or designee. If there are changes to pertinent information after an organization has been recommended for affiliation, the new information must be submitted as soon as possible in writing to the **CYSA liaison**.
- D. All new organizations that meet the requirement for affiliation and have been accepted as **affiliates** will be placed on a 2-year probationary status. During this probationary period, new organizations will not have any priority over **field allocations** and will only be allocated those fields that are not used or needed by current full-status organizations of CYSA. Allocations will be dependent upon time constraints in regard to submittal deadlines and the overall allocation timeline.
- E. Current organizations requesting CYSA re-affiliation with the Community Services Department must annually complete the CYSA application (appendix A) and attach all supplemental documents. Applications that are submitted with missing items and supporting documents will not be considered until the following calendar year's process begins.
- F. The **CYSA liaison** must receive all documents no later than September 1 for the following calendar year. **Affiliate** status will be determined and notification will be provided by the second week in December.
- G. If re-affiliation is approved, a Letter of Agreement (appendix B) will be completed and signed by the organization president and Recreation Manager or designee. If there are changes to pertinent information after an organization has been recommended for re-affiliation, the new information must be submitted as soon as possible in writing to the **CYSA liaison**.

## VI. POLICIES AND PROCEDURES – APPROVED AFFILIATE GROUPS

- A. **Affiliate** status will be determined and notification will be provided by the second week in December.
- B. All CYSA **affiliates** must have a representative in attendance at all quarterly scheduled CYSA meetings for the entire duration of the meeting. More than one league representative may attend the quarterly meeting; however, only one representative per organization may be allowed to act as the group's spokesperson.
  - 1. Meeting reminders will be sent to all **affiliates** at least one week prior to meetings.
  - 2. Quarterly meetings will occur in the months of March, June, September, and December. **Affiliate** organizations will be notified of any changes to this schedule at least one month in advance.
  - 3. Ten percent (10%) of an organization's light hour allocations will be deducted if an **affiliate** representative is not present at a quarterly meeting or leaves early from a quarterly meeting. If an organization is currently in season or in-between seasons, the penalty will be deducted from the upcoming season.
- C. CYSA affiliates will be required to present to the Parks and Recreation Board on an annual basis. Presentations will consist of, but not be limited to, participation numbers, organizational goals, scholarships awarded, financial information, and future league development plans.
- D. Proof of **resident** participant percentages must be substantiated with certified rosters. To certify a roster, each organization must sign off stating that the rosters are legitimate and not doctored to meet the **residency requirement**. Each roster should include the participant's address and school they are attending.
  - 1. Rosters must be submitted two weeks prior to the first **age division** games for spring sports and two weeks prior to practices for fall sports. The **CYSA liaison** will provide notification of submittal deadline at least one week prior to actual deadline date. Certified rosters not submitted by the stated deadline will result in a 10% deduction of the organization's light hour allocations.
  - 2. The City of Chandler may audit each organization by randomly selecting teams that must provide proof of residency. Those teams that are selected for audit will be required to provide either a utility bill or school report card for each individual on the roster to prove residency. Proof of residency must be turned in to the City within 20 business days of the request date.
  - 3. Exceptions to the 75 percent residency per team and 90 percent residency per organization criteria will be reviewed by the Parks and Recreation Board. The Parks and Recreation Board will provide recommendations to the **Community Services Director** for approval or denial, based on their review.
- E. The City of Chandler may randomly audit individual organizations financial records to confirm that affiliates are in adherence to financial guideline criteria. Financial records including but not limited to an Income Statement and Balance Sheet must be submitted within 20 business days from the date of the City's initial request.
- F. Affiliation does not ensure or guarantee preferred facilities. Field assignments are determined amongst the **affiliates** of CYSA at quarterly meetings, not by the **CYSA liaison**. It is expected that **affiliates** shall request only those facilities that are needed, thereby freeing up facilities for other uses and other user groups.
- G. At no time may **affiliates** sublet their assigned fields to other user groups. **Affiliates** not using their fields must notify the **CYSA liaison** to inform the department of any fields not being used.

The subletting of any City of Chandler field by any **affiliate** will result in automatic revocation of all permits. The City of Chandler will not allocate fields to the **affiliate** group in the future and affiliate status will be revoked indefinitely.

- H. **Affiliates** may request facilities for uses that may not match a facility's intended design (example – using a baseball outfield for soccer practice). The request may only be made in the event that other more appropriate fields are not available. The **CYSA liaison** will review such requests and assess potential adverse impacts prior to granting approval. It is expected that an **affiliate** shall release facilities as soon as it is known they will not be used. If an **affiliate** consistently overbooks the facilities required for their use the **CYSA liaison** shall determine the number of facilities available to them the following season. Allocated field space may be based on sport specific formulas listed in appendix D.
- I. Organizations must agree to follow the City of Chandler Inclement Weather Policy which is stated as follows:
  - “The Parks and Recreation Divisions will determine field availability in a timely manner, however, if inclement weather occurs after regular business hours, it is the responsibility of the user group to determine if fields are playable and the group will be held responsible for any damages to the fields.”
- J. Criteria for Inter-League Play (13 years and older divisions only)
  - 1. At least one team on the field must be a Chandler team.
  - 2. Equal field exchange – The use of other City's fields must be utilized the same amount as the City of Chandler fields.
  - 3. Games only (no practices by non-**affiliate** teams). Schedules must be provided before the start of the season
  - 4. Football exception: Due to the mandated team size and limited number of teams in each division of football, inter-league play will be allowed for all divisions within each football organization.
- K. Field and light hours are not allocated for post-season tournaments (example, All Star tournaments), games, or practices. Affiliate groups will follow the City's Athletic Field Rental Policy and be considered a category V group outside of their designated season for all post season games, practices, and clinics. This does not include end of season tournaments to determine league champions. Organizations that conduct tryouts or assessments will be assessed regular field and light usage fees for the scheduled assessments and/or tryouts if all participants are not selected to be involved with the program for which they are being assessed.
- L. Organizational changes need to be communicated to the **CYSA liaison**, for example, changing a team from recreational to competitive, starting/ending dates, or format. It is the responsibility of each organization to notify the **CYSA liaison** of cancelled games and make-ups with as much advanced notice as possible. In most instances 10 business days is the minimum required notice to be given. Exceptions will be given to scheduling changes due to weather or other natural causes. A representative from each **affiliate** will be designated to perform this responsibility.
- M. Disciplinary Clause – Violation of criteria may be cause for an organization to lose light hours/allocated field usage, to pay for field usage and/or lights or to have their affiliation revoked. The violation will be brought before CYSA and CYSA will recommend what disciplinary action is deemed adequate. Recommendations will be presented to the Parks and Recreation Board for review. The Parks and Recreation Board will provide recommendations to the **Community Services Director** for approval or denial, based on their review.

- N. Ball fields require a certain amount of downtime during the year for proper maintenance. In conjunction with Community Services staff, the maintenance schedule will be reviewed with the Association. Field Rest and Recovery schedules are provided in appendix E and F.
- O. Amendments to the CYSA guidelines will be recommended by CYSA or **CYSA liaison** and presented to the Parks and Recreation Board for review and recommended action for the **Community Services Director** approval or denial, based on their review.
- P. Any permit changes, reschedules or new requests for use of City of Chandler ball fields must be submitted in writing by the group's field representative a minimum of 10 business days prior to the requested use date. Scheduling requests received less than 10 business days prior to the requested use date will be processed at the **CYSA liaison's** discretion. Any new request reschedules, or permit changes submitted inside the 10 day minimum run the risk of not being processed and additional use being denied. Scheduling of fields will be based on availability.
- Q. Organizations will be allowed to install signage that meets the goals, mission and philosophy of the City of Chandler, at facilities permitted, assigned or provided to **affiliates** under the governing terms of the Community Services Department's **Facility Signage Guidelines** (appendix C).
- R. Field usage will not be scheduled and usage fees will not be waived until all outstanding balances from the previous season have been paid.

## VII. FIELD AND LIGHT ALLOCATIONS

- A. The City has a finite amount of light hours that can be allocated to CYSA organizations as well as a limited amount of field space. Hours will be allocated based on light requests and availability of resources. Fields space will be allocated based on league field space needs. Should the **CYSA liaison** decide that field space requested by an affiliate is in excess of actual need, the determined additional requested field space will be assessed normal field usage fees. The **CYSA liaison** may use sport specific formulas and suggested roster sizes (appendix D) to determine actual need.
- B. Preliminary **field allocations** will take place at the December CYSA meeting for Baseball and Softball leagues and the June CYSA meeting for Soccer and Football leagues. During these meetings, **affiliate** members will come to an agreement of what leagues will be utilizing various field locations for their **primary season**. Final field requests for **primary season** activities must be submitted two weeks prior to the first **age division** games for spring sports and two weeks prior to practices for fall sports. The **CYSA liaison** may deny field requests based on league need as determined by league participation numbers. **Affiliates** will not be assessed field usage fees during **primary and secondary seasons**. Regular field usage fees will apply all other times.
- C. Each **affiliate** group will have a maximum number of light usage hours they can request. Total light use hours, requested by CYSA organizations as a whole, shall not exceed 4,180 hours.
- D. Lights are allocated to CYSA organizations during their **primary season** with fees being assessed 50% of allocated light usage. The City will provide lights based on an established formula and approval by the **Community Services Director** for **primary season** Baseball and Softball games and Football and Soccer practices. Light usage during both **primary** and **secondary seasons** will be based on availability. Any request in direct conflict with the City's Field Rest and Recovery Schedule (appendix E and F) will not be granted unless otherwise approved by the **CYSA liaison**.

Light hours will be deducted if the organization is not playing Saturday games. Organizations that choose not to play on Saturday must decrease their number of lights per week by 6 hours. All

organizations must play a minimum of four games on Saturday. Irrigation, holiday weekends and end of season championships are the exceptions to this rule.

1. CYSA organizations must submit a completed CYSA Light Request Form for the upcoming year to the **CYSA liaison** by May 15 for fall **primary season** sports and January 1 for spring **primary season** sports.
  2. The City has an established formula to assist organizations in completing the CYSA Light Request Form.
    - i. Formula: Number of playing days X constant\* X number of fields = number of lights needed. \*Constant: baseball/softball organizations: 2.75 hours; football/soccer organization: 2.0 hours.
    - ii. On the CYSA Light Request Form, organizations must show their start and ending dates, requested fields and calculated light hours.
  3. No T-ball games will be scheduled under lights. Light hours shall only be requested for teams eligible to play under lights.
  4. Organizations must have a minimum of two games or practices per night and established starting times. When one game or practice at night is scheduled, lights cannot be used.
  5. Monitoring of Allocated Lights – A monthly report will be sent to each CYSA organization. A 10% buffer is given over the allocated amount. If this is exceeded and lights are utilized without prior approval, a light fee charged at the current rate per hour will be assessed.
  6. It is the responsibility of each organization to manage its **light allocation**. Should an organization need more lights than allocated, a request will need to be presented to the Parks and Recreation Board for review and recommended action, for **Community Services Director** approval or denial, at least one month in advance of the date additional hours will be needed.
  7. Leftover light hours cannot be carried forward or used otherwise
- E. If circumstances arise where the designated season must be extended, an additional written light request must be submitted for the Parks and Recreation Board to review and recommend appropriate action to the **Community Services Director** for approval or denial.
- F. The misuse of field and **light allocations** will result in a penalty. Examples of misuse include, but are not limited to, the following:
1. Requesting lights, not using them and not canceling the reservation, thus leaving lights on an empty field.
  2. Underutilizing lighted fields by placing small numbers of participants on fields that could feasibly hold more.
  3. Allowing non-CYSA groups/organizations on lighted fields.
  4. Misusing pin numbers which CYSA organizations are assigned to turn on/off lights.
- The penalties are as follows:
- a. First offense – warning.
  - b. Second offense – pay for 25 hours of lights at the current rate.
  - c. Third offense – pay for 50 hours of lights at the current rate and misuse is determined as a criteria violation and brought before the Association for discussion.



**Appendix A**  
**COMMUNITY SERVICES DEPARTMENT**  
**CHANDLER YOUTH SPORTS ASSOCIATION**  
**APPLICATION FOR AFFILIATION**

CYSA AFFILIATE APPLICATION - NEW ORGANIZATION		
APPLICANT INFORMATION		
Name of Organization:		
Representative Name:	Phone #1:	Phone #2:
Business address:		
City:	State:	ZIP Code:
Email:	Fax:	Year established:
IRS Tax ID #:	Website url:	
LEAGUE INFORMATION		
Organizations Mission Statement:		
Affiliate justification:		
Insurance Policy # and expiration date (attach certificate copy):	Number of Participants:	
Organization's policy permitting individuals to file for exemption from registration fees:		
SUPPLEMENTAL CHECKLIST		
Existing By-laws <input type="checkbox"/>	List of Board Members <input type="checkbox"/>	Financial Records <input type="checkbox"/>
Copy of 501(C)(3) <input type="checkbox"/>	Past 3 years Financial records <input type="checkbox"/>	Certificate of Insurance <input type="checkbox"/>
Community need for services <input type="checkbox"/>	Past 3 years schedules and rosters <input type="checkbox"/>	
SIGNATURES		
I authorize the verification of information provided on this form and have provided supplemental documentation to assist with the verification.		
Signature of Applicant:	Date:	
CYSA Liaison Signature:	Date:	

\_\_\_\_\_  
 League Representative Name

\_\_\_\_\_  
 Phone number

\_\_\_\_\_  
 League Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 League President Signature

\_\_\_\_\_  
 Date

**\*\*THIS APPLICATION TO BE FILLED OUT BY REQUESTING ORGANIZATION AND  
 SUBMITTED WITH REQUIRED DOCUMENTATION\*\***

## Appendix A (continued)

CYSA MEMBERSHIP APPLICATION – EXISTING AFFILIATES		
APPLICANT INFORMATION		
Name of Organization:		
Representative Name:	Phone #1:	Phone #2:
Business address:		
City:	State:	ZIP Code:
Email:	Fax:	Year established:
IRS Tax ID #:	Website url:	
LEAGUE INFORMATION		
Organizations Mission Statement:		
Affiliate justification:		
Insurance Policy # and expiration date (attach certificate copy):	Number of Participants:	
Organization's policy permitting individuals to file for exemption from registration fees:		
SUPPLEMENTAL CHECKLIST		
Existing By-laws <input type="checkbox"/>	List of Board Members <input type="checkbox"/>	Certificate of Insurance <input type="checkbox"/>
SIGNATURES		
I authorize the verification of information provided on this form and have provided supplemental documentation to assist with the verification.		
Signature of applicant:	Date:	
CYSA Liaison signature:		

**\*\*THIS APPLICATION TO BE FILLED OUT BY REQUESTING ORGANIZATION AND SUBMITTED WITH REQUIRED DOCUMENTATION\*\***

Appendix B

**COMMUNITY SERVICES DEPARTMENT  
CHANDLER YOUTH SPORTS ASSOCIATION  
LETTER OF AGREEMENT**

ORGANIZATION NAME:		
LEAGUE PRESIDENT:		
ADDRESS:	CITY:	ZIP:
HOME PHONE:		

- Contract of membership approved FROM: \_\_\_\_\_ TO \_\_\_\_\_
- Services, facilities, and/or resources approved for organization's use:
  - ☐ Ballfields
  - ☐ Ballfield Lights
  - ☐ Snedigar Recreation Center - Room
  - ☐ Community Center - Room
  - ☐ Senior Center - Room
  - ☐ Tumbleweed Recreation Center - Room
- This agreement allows limited use of Department services, facilities and/or resources to the group stated above, depending on availability to be decided by the CYSA liaison;
- The organization must meet all criteria established for Chandler Youth Sports Association membership and follow guidelines;
- The organization must be in good standing.

Agreed to this day: \_\_\_\_\_

\_\_\_\_\_  
Recreation Manager

\_\_\_\_\_  
League President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Appendix C

### FACILITY SIGNAGE GUIDELINE

The Community Services Department will allow signage that meets the goals, mission and philosophy of the City of Chandler to be installed at facilities permitted, assigned or provided to affiliates under the following terms:

\* *Signs/Signage.* A notice bearing a name, logo or advertisement that is displayed or posted for public view. Signage includes but is not limited to banners, scoreboards, sponsorship signs and record boards.

1. The City shall have the right to approve all signage, including location, advertisers and messages on said signs placed on city property.
2. Sponsorship signs of an advertising nature may be mounted on athletic field fences of those fields assigned to the affiliate only during the period of their primary season. Monies received by the affiliate from sponsorship signage must be used to offset the operating costs of the affiliate's athletic program. All such signage must be removed within 7 calendar days of the completion of that season.
3. No sign may exceed the height and width dimensions of the fence.
4. Signs are to be maintained so as to present an aesthetically pleasing appearance. All signs are to be secured to the fence in a manner that does not damage the fence fabric, support poles or field surface.
5. Damaged or loose signs are to be repaired, replaced or removed immediately by the affiliate. Should it be necessary for the City to advise the affiliate of the need to address sign damage, the affiliate shall effectively address the sign condition within 3 calendar days or the City shall retain the right to remove the sign in question.
6. An affiliate using a facility such as an athletic field/court/range, aquatic, recreation or tennis center must submit a proposal for placement of banners, scoreboard, record board or other similar signage to the facility supervisor. Said proposal shall clearly outline the purpose, design, size, appearance, advertising messages, mode of operation and maintenance and desired placement location of the sign. The location of the signage shall not interfere with the designed purpose/operation of the facility.
  - a. If approved, all construction, operation and maintenance costs shall be the responsibility of the affiliate. The signage shall be constructed and maintained in a manner that maintains the aesthetics and integrity of the facility. The signage shall in no way have a negative impact on any mechanical or structural operation of the facility. The city retains final approval rights of the size, shape, scope and location of any signage.
  - b. The signage may include sponsorship advertising, however, the advertising shall not exceed 10% of the total square footage of the sign.
  - c. Any damage to the facility caused by the signage during construction, operation or maintenance shall be repaired by the city at the affiliate's expense.
7. Approval for placement of any signage does not denote any form of ownership or "exclusive rights" at or to the facility by the affiliate. Items such as scoreboards must be available for shared use with the city.

## Appendix D

### **SUGGESTED MINIMUM ROSTER SIZES AND FIELD USAGE RATIOS**

**Allocate fields based on previous year's participation numbers. Formula should be based on number of time slots needed. Total number of participants registered divided by the suggested minimum roster size by sport will indicate the total number of teams and time slots needed.**

#### Suggested Minimum Roster Sizes:

**Football:** 25 / 33

**Soccer:** 14 (regulation) or 10 (7 on 7)

**Baseball / Softball:** 12

**Each team will be allotted based on the following sports formulas:**

#### **Lighted Fields:**

##### **Baseball**

2hrs per team for games (no scheduled practice)

Example:

- 10 teams = 20 hours
- 1 field has availability of 20 hours Monday – Friday (6 p.m. – 10 p.m.)
- 1 field has availability of 14 hours Saturdays (8 a.m. – 10 p.m.)

Therefore a group with 17 registered teams, could be assigned 1 field Monday – Saturday.

##### **Soccer**

Practice:

U6 teams: Four teams per field for practice per 1 hour

U8 team: Three teams per field for practice per 1 hour

U10 & U12: Two teams per field for practice per 1.5 hour

U14 & Up: Two teams per field for practice per 2 hours

##### **Football**

- Outfield space: One-two teams per field for practice
- Full size soccer field: Two-three teams per field for practice
- Football/utility field: Two teams flag, one-two teams tackle for practice
- Football field: Two teams per field, per 1.5 hour time slot for games

# Snedigar Fields Rest and Recovery

	January				February				March				April				May				June				July				August				Sep				Oct				Nov				Dec			
Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Baseball 1																																																
Softball 2																																																
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Soccer 7																																																
Soccer 8																																																
East Multi 1																																																
East Multi 2 & 3																																																
East Multi 4																																																

 Closed  
 Open

## In-Town Field Rest and Recovery

[illegible]

 Closed  
 Open

 Open Fridays